

# AS9100 Supplier Flow Down Requirements

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**As a Supplier to Technology for Energy Corporation (TEC), you agree to comply with the additional terms and conditions listed below with respect to any product or services provided to TEC. The terms and conditions listed below are in addition to and are deemed to be an integral part of TEC's standard terms and conditions of purchase. These requirements correspond with the requirements of AS9100, Clause 8.4.3 and Clause 8.5.2**

1. Calibration System: All Inspection Measuring & Test Equipment used by the Supplier during in-process and final inspection to make a compliance evaluation shall be calibrated to the national standard.
2. Special Processes: Supplier shall provide certifications for all special processes and the processor, process used, controlling specification & revision, and the results of test or measurement performed. Supplier used shall be a TEC and/or Customer approved source for said processes. These include operations subject to process controls such as coating, joining, heat treating, cleaning, non-destructive test, etc. The Supplier shall be approved as per above to perform specific required Special Processes or use Special Process vendors acceptable to TEC and TEC's customer.
3. Workmanship Quality: Manufactured products shall be free from burrs, and sharp edges.
4. Control of Drawings & Specifications: The Supplier shall ensure that the drawings and specifications are the relevant revision status specified in the Purchase Order. The Supplier shall comply with any special requirements requested by TEC regarding the control of drawings and specifications i.e. ITAR compliance.
5. Limited Shelf-Life Items: Materials with limited shelf life (epoxy, paint, adhesives, etc.) shall indicate the date of manufacture, lot number and applicable specification on the container. The Supplier shall supply life limited products with at least 75% of the life remaining.
6. Material Substitution: Unauthorized material substitutions are not permitted without TEC written consent.
7. Reporting Discrepancies: Discrepancies, omissions, and the need for clarifications or interpretations of any nature encountered by Supplier in respect of furnished drawings or engineering data will be brought to the attention of TEC for resolution.
8. Quality/Inspection System: Supplier shall maintain a quality/inspection system that will ensure all goods and services conform to contract requirements whether manufactured or processed by Supplier or procured from Sub-Tier Suppliers.

9. Changes in Process, Product or Location: Supplier shall notify TEC of intended or actual changes that may affect the quality of delivered goods and services. This includes changes to the Quality Management System, the Manufacturing Line, Facility Location, Processes, or Natural Disasters. Quality data and/or approved design data shall be available in the English language.
10. Certificate of Conformance: Supplier's acceptance of TEC's purchase order certifies that the materials and processes supplied under the purchase order shall be or have been controlled and inspected in accordance with TEC's purchase order and they meet the specified order requirements, referenced specifications and drawings. Supplier must provide a Certificate of Conformance for all orders and lots, verifying that all products and lots meet those requirements. All products and lots must be clearly identified and labeled and must be traceable to and linked to the Certificate of Conformance.
11. Counterfeit Parts: The Supplier shall certify that only new and authentic materials are used in products or goods delivered to TEC and that the products/goods delivered contain no Counterfeit Parts.
12. Right of Access: TEC, its customers, and regulatory authorities shall be granted the right of access to all Supplier and sub-tier Supplier facilities and records involved in fulfilling the Purchase Order requirements to ensure conformance with the requirements.
13. Foreign Object Debris/Damage: Supplier is required to establish and maintain a Foreign Object Debris/Damage (FOD) prevention program that employs appropriate housekeeping practices to ensure timely detection and removal of residue/debris generated during operations and normal daily tasks.
14. Record Retention: Supplier shall maintain records of inspections, tests, and process controls called for by this contract. Unless specified elsewhere in contracts or attachments, these documents shall be on file, stored and protected in such a manner that they remain legible, readily identifiable, and readily available to TEC no less than 7 years. After 7 years, follow your company's internal policies for disposition of records.
15. Supplier Corrective Action: Supplier shall, on request, provide statements of corrective action on nonconformities or failures of Supplier's goods or services.
16. Letter of Disclosure: When a nonconformance is determined to exist or is suspected to exist on goods and/or services provided to TEC under this Contract, Supplier shall provide a written Post Delivery Notification Letter or Letter of Disclosure.

17. Nonconforming Products and Materials: Supplier shall obtain TEC's prior written approval with respect to the disposition of any nonconforming products or materials supplied that do not meet engineering drawings or documents under contract or Purchase Order. If nonconforming materials are present, and the materials are deemed acceptable or useable by the Supplier, it is still the responsibility of the Supplier to inform TEC so that a determination can be made for the use of said materials.
18. Packaging and Handling: As a minimum, the Supplier shall package all material in a manner that will ensure protection against corrosion, oxidation, deterioration and physical damage during shipment. Electrostatic sensitive products shall be packed in an ESD protective bag. In addition, when materials delivered are lot-controlled and multiple material lots are shipped, each lot shall be separately packaged and identified.
19. Flow-down to Sub-tier Suppliers: Suppliers shall flow-down to Sub-Tier Suppliers the applicable requirements as required by the purchase order either specifically or by reference.
20. Confidentiality: Suppliers shall hold all information received from TEC in confidence and no third-party request for information will be authorized unless approved, in writing, by TEC.
21. Awareness Product or Service Conformity, Product Safety, Ethical Behavior: Suppliers shall ensure that people are aware of their contribution to product or service conformity, their contribution to product safety and the importance of ethical behavior. Suppliers must be committed to the highest standards of ethics and business conduct. Suppliers must comply with the law, honor commitments, act in good faith, and be accountable. Suppliers must strive to maintain full compliance with all laws and regulations applicable to the operation of the business and customer relationships. Suppliers must not offer, promise, authorize, or provide, directly or indirectly, anything of value (including business gifts or courtesies) with the intent or effect of inducing anyone to engage in unfair business practices. Suppliers will avoid involvement in activities that may be perceived as a conflict-of-interest. Suppliers will respect the legitimate proprietary rights and intellectual property rights of customers and suppliers and take proper care to protect sensitive information. Suppliers will support product safety by ensuring robust management of special requirements, critical items and key characteristics. If there are concerns with respect to product safety, the Supplier will communicate them to TEC. If there is a concern at the Supplier's premises with respect to safety during the manufacture of the product, the Supplier will notify its own employees of the concern and whenever possible, mitigate the concern. Suppliers will ensure that employees and people working on their behalf are aware of their contribution to product or service conformity, their contribution to product safety and the importance of ethical behavior.

## **22. Traceability Levels:**

| Traceability Level | Requirement                          | AS9100D 8.5.2 Application                                                                |
|--------------------|--------------------------------------|------------------------------------------------------------------------------------------|
| Level 1            | Identification only                  | Product identified to prevent mix-up and maintain status.                                |
| Level 2            | Lot/Batch traceability               | Organization controls lot identification and retains records necessary for traceability. |
| Level 3            | Individual serialization             | Organization controls unique identification and retains traceability records.            |
| Level 4            | Contract-specific requirements apply | Traceability required because customer/contract requires it.                             |